



**Department of Energy**  
Washington, DC 20585

**MAY 29 2019**

Emma Best  
MuckRock  
DEPT MR 46987  
411A Highland Ave  
Somerville, MA 02144-2516

Via email: 46987-26163642@requests.muckrock.com

Re: HQ-2019-00938-F

Dear Ms. Best:

This is in further response to the request for information that you sent to the Department of Energy (DOE) under the Freedom of Information Act (FOIA), 5 U.S.C. § 552. You requested:

Documents generated as part of the creation of the FOIA office (defined as whatever department, office, or coordinator is responsible for overseeing and/or processing FOIA requests), whether this was at the time of the agency's creation or the passage of the Freedom of Information Act, to include:

1. The instruction to do so from the Agency, as well as any guidance from the senior leadership.
  2. Documents discussing proposals and procedures.
  3. Any legal guidance or analysis produced or acquired by the Agency in response to or as part of the creation of the FOIA office.
  4. Internal documents from the press office, legislative liaison's office (or equivalent), general counsel's office (or equivalent), director's office (or equivalent) or the newly created FOIA office, reacting to or characterizing the office and its creation.
- A copy of the agency's first perfected (successful) FOIA request
  - Copies of other FOIA requests filed before the FOIA request described above
  - Processing notes, search slips and response documents regarding the FOIA requests described above
  - The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA requests
  - A copy of the agency's first successful FOIA appeal
  - Copies of other FOIA appeals received by the agency before the appeal described above
  - Processing notes, search slips and response documents regarding the FOIA appeals described above



- The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA appeals

Your request has been assigned to DOE's Office of Information Resources (MA-46), Office of the Executive Secretariat (MA-72), Office of History and Heritage Resources (MA-76), Office of Assistant General Counsel (GC), and Office of Hearings and Appeals (OHA) to conduct a search of their files for responsive documents. Upon completion of the search and review of any records located, you will be provided a response.

You may contact DOE's FOIA Public Liaison, Alexander Morris, FOIA Officer, Office of Public Information, at 202-586-5955, or by mail at MA-46/Forrestal Building, 1000 Independence Avenue, S.W., Washington, D.C. 20585, for any further assistance and to discuss any aspect of your request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, e-mail at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

Please refer to the above referenced number in any communications with DOE about the request. If you have questions about this letter, please contact Mr. Michael Snytkin, in this office, at MA-46/Forrestal Building, 1000 Independence Avenue, S.W., Washington, D.C. 20585, or at (202) 287-6814.

I appreciate the opportunity to assist you with this matter.

Sincerely,



Alexander C. Morris  
FOIA Officer  
Office of Public Information